This instruction implements AFPD 10-2, *Readiness,* and expands the guidance found in AFI 10-207, *Command Posts.* It applies to AETC command posts (CP), AETC Command Representative (COMREP), AETC-gained Air National Guard (ANG) units, and AETC-gained Air Force Reserve Command (AFRC) units. It incorporates procedures and policies applicable to ANG and AFRC however; selected paragraphs do not apply and are so indicated. All AETC CPs will adhere to the requirements established by AFI 10-207, DoD, and other Air Force directives applicable to command and control (C2) operations, and this instruction. See Attachment 1 for a glossary of references and supporting information. Forward change or waiver requests (in writing) to this instruction and any conflicts between this instruction and other directives to HQ AETC Director of Operations, Command and Control Branch (HQ AETC/DOXC).

Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records,* and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at https://webrims.amc.af.mil). This instruction is exempt from the licensing reporting requirement in accordance with AFI 33-324, *The Information Collections and Reports Management Program, Controlling, Internal, Public, and Interagency Air Force Information Collections,* paragraph 2.11.10.

AFRC will comply with this instruction to the extent possible as determined by local facilities, equipment and staffing. AFRC units will forward any recommendations and clarification requests to HQ AFRC/DOCR, 155 Richard Ray Blvd, Robins AFB GA 31098-1635 or email afrc.docr@afrc.af.mil. AFRC units will comply with the AFRC instruction when conflict between this instruction and AFRCI 10-203 exists.

SUMMARY OF REVISIONS

This publication has been substantially revised and must be completely reviewed. Adds AETC CIF requirements to DOXC responsibilities (paragraph 4.1.1); adds AETC's Select Edge program responsibilities to DOXC (paragraph 4.2.1); adds AETC's training program responsibilities to DOXC (paragraph 4.3); changed wing/CC controller certification (paragraph 6.2.); deletes maintenance operation center reference in (paragraphs 6.3 and 6.4); clarifies OIC/superintendent responsibilities (paragraph 7);

provides additional guidance for CP training function (paragraph 8); provides additional guidance for CP controllers (paragraph 10); deletes MOC guidance (paragraph 10); provides additional guidance to personnel (paragraphs 12.1 and 12.2); deletes appointment and mandatory meeting reference (paragraphs 14.2 and 14.3); provides additional guidance for manning report (paragraph 14); provides additional guidance for operating instructions (paragraph 16); provides additional guidance for checklists (paragraph 17); changes events log to ZULU time (paragraph 19.6); adds monthly review requirements for open findings (paragraph 20.4); provides additional guidance for training, testing and certification (paragraph 21); adds kitchen/break area to facilities (paragraph 25.1); realigns minimum/optional equipment requirements (paragraphs 26 and 27); adds 30-day followup requirement for open findings (paragraph 28.4); adds emergency action testing failure guidance (paragraph 28.5.5); changes scheduling staff assistance visits (SAV) to 120 days (paragraph 28.6); changes CP awards guidance (paragraph 30); updates Attachment ; updates Attachment 3; and adds Attachment 7.

Section A—Organization and Functions

1. Executive Agents. The command post (CP) is the 24-hour a day executive agent for the wing commander. ANG and AFRC CP hours are based on manning limitations, member duty status, and mission requirements. It provides command and control (C2) support to all tenant units. The range of CP functions ultimately depends on the missions of the host and tenant units, and the priority given to each mission based on urgency and importance.

1.1. As part of the HQ AETC C2 system, 12 FTW/CP is also tasked with providing 24-hour C2 operational support to the AETC Commander, Air Force Personnel Center (AFPC) commander, 19 AF Commander, Air Force Recruiting Service (AFRS) commander, HQ AETC/DOX division chief, and HQ AETC/DOXC at Randolph AFB. Therefore, 12 FTW/CP will be referred to as the Randolph Command Center (RCC).

1.2. As office of primary responsibility (OPR) for AETC policy and procedures HQ AETC/DOXC serves as executive agent for the HQ AETC Director of Operations (HQ AETC/DO), and the AETC Commander. The OPR for ANG units is ANG/XOC, and the OPR for AFRC is AFRC/DOCR.

2. Tenant Support:

2.1. AETC units on non-AETC installations will establish formal memorandums of understanding or agreement (MOU or MOA) with the host unit. Ensure C2 support agreements are in writing and coordinated with HQ AETC/DOXC to ensure responsibilities, level of service, and operational requirements are

specifically defined prior to implementation. Send a signed copy of the MOU or MOA to HQ AETC/DOXC, 1 F Street, Suite 2, Randolph AFB TX 78150-4325.

2.2. AETC CPs will establish formal MOU or MOA with tenant units to ensure applicable support requirements are documented. Coordinate tenant MOUs or MOAs with HQ AETC/DOXC prior to implementation. AFRC units will coordinate MOUs with HQ AFRC/DOCR prior to implementation. Send a signed copy of the MOU or MOA to HQ AETC/DOXC and HQ AFRC/DOCR, as applicable.

3. Crisis Action Team (CAT). The CP will maintain a permanent position on the CAT to ensure the wing staff is aware of C2 actions affecting wing operations, and to interface between the CAT and console operations.

Section B—Responsibilities

4. HQ AETC/DOXC. HQ AETC/DOXC personnel will:

4.1. Develop and publish AETC C2 policy and procedures. Coordinate with ANG/XOC and AFRC/DOCR for policy and procedures affecting ANG and AFRC gained units. Publish additional AETC C2 guidance and/or information using AETC controller information file (CIF) until guidance is incorporation into the applicable AETC instruction.

4.2. Develop and publish Emergency Action Procedures-AETC (EAP-AETC) in support of the AETC Commander and Emergency Action Procedures of the Chief of Staff, United States Air Force (EAP-CSAF). Manage Select Edge program to further train and evaluate controller proficiency in accordance with EAP-AETC.

4.3. Develop, maintain, and distribute a comprehensive command-training program that includes mandatory qualification requirements from the 1C3X1 Career Field Education and Training Plan (CFETP), and provide an AETC master training outline and syllabus format.

4.4. Develop, manage, and publish AETC-specific guidance on the Status of Resources and Training System (SORTS) according to AFI 10-201, *Status of Resources and Training System.*

4.5. Develop, manage, and publish AETC operational reporting guidance in accordance with AFI 10-206, *Operational Reporting.*

4.6. Serve as the AETC 1C3 career field functional area manager, except for ANG/AFRC units.

4.7. Ensure unit CP manning complies with the Air Force manpower standard (AFMS) 135A.

4.8. Source 1C3X1 personnel for contingency operations, Air Expeditionary Force (AEF) rotations, and steady state requirements.

4.9. Serve as the OPR for the following:

4.9.1. AFI 10-205/AETC Sup 1, *Availability of Major Command Commanders.*

4.9.2. AETCI 10-207, *AETC Command Posts.*

4.9.3. AFI 10-206/AETC Sup 1, *Operational Reporting.*

4.9.4. AFI 10-201/AETC Sup 1, *Status of Resources and Training System.*

4.9.5. EAP-AETC, Emergency Action Procedures of the Air Education and Training Command.

4.10. Develop and provide AETC CPs and Inspector General (IG) with a self-inspection checklist of minimum inspection items covering CP operations, operational reporting, security, wing SORTS, COMREP, and specific RCC items to aid in the development of the CP self-inspection program.

5. The Randolph Command Center (RCC). The RCC will:

5.1. Send emergency action (EA) messages to AETC units and AETC-gained units using the classified Defense Message System (DMS) as a primary means. Use secure FAX and STUIII/STE as a secondary means.

5.2. Maintain connectivity with AETC unit CP, and monitor the status of AETC subordinate activities.

5.3. Support AETC operational and significant event and incident reporting.

5.4. Notify AETC and 19 AF senior staff members on applicable situations.

5.4.1. Relay to AETC protocol any unscheduled arrivals and departures of a code 3 or higher distinguished visitor (DV) at AETC bases.

5.4.2. Track the availability of AETC commanders according to AFI 10-205/AETC Sup 1.

5.5. Preannounce messages requiring immediate unit action via the Emergency Notification System (ENS).

6. AETC Wing Commanders. The commander or vice commander will:

6.1. Ensure the CP is manned and equipped in accordance with CP unit manpower document (UMD) standards, and applicable AF and AETC manpower and organizational directives and instructions. (Does not apply to ANG/AFRC)

6.2. Appoint and certify at least two individuals as wing SORTS managers. (Excludes 58SOW/COMREP.)

6.3. Ensure host-tenant C2 support agreements are in writing to ensure responsibilities, level of service, and operational requirements are specifically defined.

6.4. Appoint in writing, a CP primary and alternate top secret control officer (if applicable).

7. CP OIC and Superintendents. CP OIC and superintendents will:

7.1. Ensure the host wing, vice commander, and if applicable, tenant unit commanders are instructed on the contents of AFI 10-207 and this instruction. This training may be conducted as an e-mail presentation. Document training and maintain for the duration of commander's assignment. (Does not apply to ANG/AFRC units.)

7.2. Appoint in writing, CP training managers to maintain and administer a controller training program. Ideally, these individuals should be the most qualified in the unit's C2 operations.

7.3. Ensure CP OIs and checklists are developed, coordinated, maintained current and available for use.

7.3.1. Ensure procedures are established in writing, and training is conducted in military etiquette, and customs and courtesies, to include proper telephone etiquette, respect to rank, proper dress and appearance.

7.3.2. Coordinate treaty checklists with the base treaty control officer (TCO), and document using local procedures, for example, electronic staff summary (ESS), as appropriate. (Does not apply to ANG/AFRC tenant units.)

7.4. Establish and maintain a CP publication library (see Attachment 2 for mandatory and recommended publications) and an approved administrative filing plan.

7.5. Establish and maintain a CP supply organization code and an equipment account.

7.6. Appoint in writing a CP primary and alternate security manager who, together with the unit resource protection program manager, ensure appropriate physical security measures are in place, trained and maintained.

7.7. Establish a top secret control account (as required).

7.8. Appoint in writing, a CP communication security (COMSEC) responsible officer and alternate to maintain a COMSEC program.

7.9. Appoint in writing, a CP self-inspection program monitor and develop a self-inspection program in accordance with AFI 90-201, *Inspector General Activities*, and MAJCOM self-inspection requirements.

7.10. Be a primary member of the wing CAT. (Does not apply to ANG units.)

7.11. Appoint in writing a primary and alternate exercise evaluation team (EET) member to evaluate C2 operations during local and/or MAJCOM inspections and exercises.

7.12. Develop written procedures and exercise capability to adequately perform CP operations from an alternate facility at least on a semiannual basis, and document the training on AETC IMT 822, **Test Results.** Determine publications and materials required to support operations at the alternate command post (ACP). Establish procedures for controllers to receive and process EAMs in a secure environment at the alternate CP.

7.13. Maintain a CP and AETC CIF binder containing information of a temporary and/or supplemental nature pertinent to CP operations and controller personnel. Establish monthly procedures to remove CIF items, which are no longer applicable. File other items of continuing value and incorporate them into local directives, and training programs. AETC CIFs are located at https://www.aetc.af.mil/do/. CIF guidance will remain until superseded and/or deemed obsolete by AETC/DOXC. All controllers, including back office staff will review and initial all CIFs prior to assuming console or staff duty.

7.14. Submit CP manning status according to Attachment 3. AFRC units will submit manning status in accordance with AFRCI 10-203, *United States Air Force Reserve Command and Control,* only. (Does not apply to ANG.)

7.15. Request formal temporary duty (TDY) manning assistance through the local unit commander, unit's military personnel flight (MPF), and AETC/DPA, with an information copy to HQ AETC/DOXC any time assigned manning is projected to fall below 67 percent of authorized manning. The requesting unit is responsible for funding the TDY. The message must include unit, inclusive dates of TDY, fund cite, justification, and any special requirements. (Does not apply to ANG/AFRC units.)

7.16. Maintain certification in EA and operational reporting procedures for CPs with 10 or less manning authorizations. All certified controllers will be scheduled for and work a minimum of two 8-hour console shifts per month. ANG/AFRC units will maintain proficiency in EA and operational reporting procedures.

7.17. Be able to determine whether SORTS reports are submitted on time and accurate. (Does not apply to ANG/AFRC units.)

7.18. Ensure wing commander or vice wing commander appoints in writing, and certifies primary and alternate wing SORTS managers. (Does not apply to ANG/AFRC.)

7.19. Maintain a six-month history of controller shift duty schedules.

7.20. Ensure controllers are trained to operate all CP communications equipment.

7.20.1. Establish and maintain a classified/unclassified CP DMS organizational account.

7.20.2. Ensure controllers establish a classified/unclassified DMS CP organizational account profile.

7.20.3. Ensure controllers classified CP DMS organizational account profiles are configured with an EAM alarm and operational at all times.

7.21. Establish a tracking mechanism for all operational reports, to include followup until a final report is submitted, as applicable.

7.22. Establish procedures to restrict CP access, both primary and alternate command post, in accordance with AFI 31-101, to assigned CP, wing senior staff, and other personnel with official CP business.

7.23. Ensure controllers are provided with a Global Command and Control System (GCCS) password prior to controller certification, if required (does not apply to ANG/AFRC units). Ensure controllers maintain and safeguard GCCS password in accordance with CJCSI 6731.01.

7.24. Send CP directory changes (including unit mailing address, e-mail address, DMS address [classified and unclassified], primary and secondary defense switched networks (DSN) and commercial [nonsecure and secure] console phone numbers, CP manager's primary phone number, and CP's FAX numbers [secure and nonsecure]) to RCC and HQ AETC/DOXC.

7.25. Review and initial completed event logs by next duty day.

7.26. Ensure a monthly formal training meeting is conducted.

7.27. Review and approve unit training plan, and provide AETC/DOXC memorandum with concurrence.

7.28. Ensure personnel scheduled for Weighted Airman Promotion System (WAPS) testing receive a minimum of 24 hours off immediately preceding scheduled test. (Does not apply to ANG/AFRC units.)

7.29. Interview all personnel desiring to retrain into the 1C3X1 career field, in accordance with AFI 10-207, Attachment 2.

7.30. Ensure all personnel complete a CP deployment critique upon return from deployment and within 7 duty days of entering refresher training, in accordance with AFI 10-207, Attachment 3. Maintain and forward a copy to HQ AETC/DOXC.

8. CP Training Function. CP training function will:

8.1. Develop a unit training plan (UTP) consisting of a unit training outline (UTO) and syllabus according to MTO. Identify refresher training tasks on the UTO (for example, asterisk next to each subject topic).

8.1.1. Manage all CP training.

8.1.2. Develop a UTP in accordance with CFETP which contains an evaluation process based on task performance, task knowledge and/or subject knowledge. Unit syllabuses will consist of as a minimum:

8.1.2.1. Block title.

8.1.2.2. Lecture and discussion (background, identify overall learning requirement).

8.1.2.3. References (identify all references pertinent to the subject).

8.1.2.4. Instructional aids and equipment (identify all equipment required for learning process).

8.1.2.5. Established duration (training manager should establish time to train material).

8.1.2.6. Proficiency/knowledge level (summarize levels required for each block; ensure it matches UTO).

8.1.2.7. Instructional guidance (identify specific training goals, requirements).

8.2. Administer CP initial, recurring, and refresher training (when applicable) according to the AETC MTO and UTP. Conduct training in accordance with AFI 10-207; AFI 36-2201, *Developing, Managing, and Conducting Training*, and this instruction.

8.3. Develop an annual master training matrix (MTM), forecasting coverage of all recurring CP training during a 1-year cycle. Annotate deviations from the MTM on AETC IMT 821, **Recurring Training Record,** and schedule for the next training session.

8.4. Ensure training is accomplished only by a controller who meets the requirements listed in AFI 10-207 Chapter 5 paragraphs 5.1.5 thru 5.1.5.2 and who has been certified for at least 6 months.

8.5. Prepare a monthly training letter and coordinate it through the OIC/Superintendent. As a minimum, monthly training letter topics will include items listed in the annual MTM.

8.6. Maintain certification on EA and/or reports, and work a minimum of two 8-hour console shifts per month. (Does not apply to ANG/AFRC.)

9. CP Operations Control Function. CP controllers will:

9.1. Maintain a thorough understanding of the EAP-AETC (to include receiving, validating and relaying EAMs, and initiating appropriate actions.)

9.2. Be familiar with unit operation plan (OPlan) commitments.

9.3. Maintain proficiency in the use of authentication documents.

9.4. Submit voice and record copy operational reports as required by AFI 10-206/AETC Sup 1 and other supported MAJCOM reporting requirements. (ANG/AFRC units will comply with their respective instructions.)

9.5. Maintain proficiency in the use of all assigned C2 systems, to include:

9.5.1. DSN telephone system.

9.5.2. STU III/STE phones.

9.5.3. AUTODIN, as applicable.

9.5.4. DMS (classified/unclassified).

9.5.5. ENS (if applicable).

9.5.6. GCCS (if required).

9.5.6.1. Check personal GCCS e-mail account at least once per shift. (Does not apply to ANG/AFRC units.)

9.5.6.2. Ensure GCCS passwords stay current.

9.5.7. Establish a classified/unclassified DMS CP organizational account profile, and remain logged on for duration of shift. Ensure their classified DMS CP organizational account profile is configured with an EAM alarm.

9.6. Track and monitor arrival and departures of AETC general officers and wing commanders, and the unscheduled arrival and departure of code 5 or higher DVs. For unscheduled arrival and departure of code 3 or higher, notify the RCC at DSN 487-1859. (Does not apply to ANG/AFRC units.)

9.7. Monitor location of and provide a communication link for the commander, key staff members (or their designated representatives), and those individuals designated by the commander.

9.8. Maintain and report commander's availability status according to AFI 10-205/AETC Sup 1. ANG/AFRC will report when AETC gains wing.

9.9. Be familiar with requirements of AETC War and Mobilization Plan (WMP), volumes I through V. (Does not apply to ANG/AFRC units.)

9.10. Monitor location and status of local and cross-country aircraft training missions as determined locally. (Does not apply to ANG/AFRC units.)

9.11. Maintain proficiency in establishing an alternate CP.

9.12. Maintain event logs according to this instruction and CP OIs.

9.13. Review all CIFs prior to assuming each shift, and annotate completion of review according to local CP procedures.

9.14. Receive and initiate required actions on applicable Strategic Arms Reduction Treaty (START), Intermediate Range Nuclear Force (INF), Open Skies (OS) and Chemical Weapons Convention (CWC) messages in a timely manner.

9.15. Control CP access as follows:

9.15.1. Restrict CP access in accordance with AFI 31-101 and local procedures, to assigned CP personnel, wing senior staff, and other personnel with official CP business.

9.15.2. Authorize immediate access to emergency response personnel (fire department, security police, etc,) only when responding to a known emergency within the CP or a pre-warned need of an emergency response called in from security forces or competent authority.

10. Command Representative (COMREP). A COMREP is assigned to AETC units supported by another MAJCOM. Currently, the only unit authorized a COMREP is 58 SOW at Kirtland AFB NM. COMREPs are responsible for ensuring all AETC C2 requirements are satisfied. COMREPs will perform these duties from an office located within the host CP. COMREPs will assist in up-channel procedures for all OPREP-3 reports concerning their AETC tenant unit.

10.1. AETC COMREPs, as a minimum will:

10.1.1. Be a TSgt with a 1C371 primary Air Force specialty code (PAFSC).

10.1.2. Brief wing, vice commander, and unit commanders on contents of AFI 10-207 and this instruction, document training, and maintain for duration of assignment.

10.1.3. Ensure host CP is in compliance with all applicable AETC directives. Forward all areas of noncompliance to HQ AETC/DOXC staff for resolution or acceptance of deviation.

10.1.4. Ensure host CP is supporting AETC mission requirements, and that checklists and OIs meet AETC peacetime and wartime requirements. Ensure checklists and OIs are reviewed in accordance with this instruction.

10.1.5. Review all MOAs and/or MOUs on a semiannual basis, and document review. Keep review log for 1 year.

10.1.6. Establish training and certification requirement for host CP controller's to be certified in AETC EA procedures and AETC-unique reporting requirements.

10.1.7. Attend host CP formal training meetings. Document all AETC related topics covered on AETC IMT 821, **Recurring Training Record.**

10.1.8. Provide AETC-unique training inputs to CP, and assist in presentations at training meetings.

10.1.9. Semiannually evaluate and document on AETC IMT 822, CP controllers to ensure they are knowledgeable and proficient in AETC EA and reporting procedures.

10.1.10. Interpret AETC C2 operational regulations for CAT, and brief applicability of unit mission.

Section C—Personnel

11. CP Manning. Use AFMS 135A to determine and distribute CP manning. CPs manned for more than one console position will have a minimum of two console controllers on duty at all times unless specifically exempted by a waiver from HQ AETC/DOXC. One of the controller positions will be manned by at least a

SrA, with a 5-skill level. Waivers must include reasons for request and contingency plans for recalling a second controller if needed. If a waiver to the two-controller position policy is granted, the on-duty controller must be at least a SrA, certified a minimum of 6 months, and possess at least a 5-skill level. (Does not apply to AFRC/ANG units.)

12. Console Duty:

12.1. Short absences (for single manned CPs) from the immediate CP vicinity are authorized to perform entry control duties and for restroom breaks. If a controller must leave the facility for an extended period, call in a replacement controller, and complete a shift changeover prior to the original controller's departure. Dual manned CPs will not leave the command post EA cell vacant without at least one certified controller on the console, for any reason other than evacuation, paragraph 12.1.1 applies. (Does not apply to ANG/AFRC units.)

12.2. On-duty EA controllers will not evacuate CP except to prevent loss of life or when conditions require relocation.

12.3. At the CP OIC or superintendent's discretion; CP relocation exercises may use other than an on-duty controller. If the on-duty controller is used, he or she must be replaced with a certified controller prior to the relocation exercise. Normal controller requirements apply.

13. Augmentees. If required, CPs will maintain a minimum of two certified CP augmentees under the resource augmentation duty (READY) program. Use augmentees during periods of austere manning, emergencies, contingencies, natural disasters, and exercises as warranted. Augmentees will: (Does not apply to ANG/ AFRC units.)

13.1. Complete certification training requirements according to this instruction.

13.2. Work at least two shifts per month.

13.3. Attend all formal training sessions.

13.4. Possess at least a secret clearance. CPs with top secret accounts should make every effort to obtain augmentees possessing a final top secret clearance.

13.5. Be at least an A1C, and possess a 5-skill level in their PAFSC.

13.6. Have over 1 year retainability.

14. Manning Reports. CP OIC or superintendent will submit a monthly manning report (see Attachment 3) to HQ AETC/DOXC by the fifth duty day of each month, which accurately depicts current CP manning. Submit verbal updates as they occur. Add following notations to the report: (Does not apply to ANG/AFRC units.)

14.1. Boldface any data that changed from the previously submitted report.

14.2. Identify primary and alternate SORTS monitor on manning report by including (P) or (A) next to individual's name. Identify training manager by including a (T) next to individual's name.

14.3. Include promotion line number of selectees in parenthesis after their current grade and name.

14.4. Include all READY personnel information, as applicable.

14.5. In the remarks section include any action or potential action that could impact manning (for example, PCS, TDY, AEF, retirement, etc).

Section D—CP Operations

15. General. As a minimum, CP will operate and execute the unit's mission by monitoring and managing readiness and utilization of assigned personnel and resources; coordinate base response to national and local emergencies, disasters, contingencies, and civil disturbances; and monitor CAT, and unit operations during war and peacetime.

16. Operating Instructions (OI). Based on higher headquarters and/or unit directives, prepare a set of OIs (according to AFI 33-360, Volume 1, *Air Force Content Management Program—Publications*) that provide specific policy and necessary guidance for controller actions. (***NOTE:*** An OI is not required if a checklist can prescribe complete actions.) Review and document OIs a minimum of semiannually. ANG/AFRC units may review OIs on an annual basis. Maintain document review in front of OI binder. Attachment 4 lists suggested topics for CP OIs.

17. Checklists:

17.1. Use of checklists is mandatory. Use AETC IMT 706, **Command Post Checklist.** Review and document CP checklists a minimum of annually. Maintain checklist review in front of all checklist binders. ANG/AFRC units may use locally developed checklists or locally developed IMT tailored to local requirements and review annually.

17.2. Develop and maintain a current set of checklists outlining minimum actions to be taken in response to emergencies, abnormal or recurring circumstances, receipt of EA messages, or direction to implement an OPlan.

17.3. Maximum checklist notifications for CP controllers will not exceed 15 notifications. Do not count conferences as a single notification unless another agency (such as the base operator) is responsible for establishing the conference. Use of ENS constitutes one notification. No waiver is required if ENS is nonoperational, however, management must not allow for sustained operations which exceed the 15 notification ruling. (Does not apply to ANG/AFRC units.)

17.4. Index and tab checklist binders to facilitate ease of use.

17.5. Designate checklists into three categories: emergency action checklists (EAC), quick reaction checklists (QRC), and controller basic checklists (CBC).

17.5.1. EAC comply with EAP-AETC guidance, and outline procedural measures taken to receive, validate, initiate, and disseminate vital information transmitted via EA messages. Maintain EAC in a separate binder from all other checklists.

17.5.2. QRC will be brief and concise, and lead controllers through an orderly and prioritized sequence of actions from initiation to completion. If detailed information or instructions are needed to enhance controller actions for a given situation, develop an OI to supplement the QRC. (Attachment 5 lists recommended QRC subjects.)

17.5.3. CBC address routine recurring subjects that are not time sensitive in nature to include recurring in-house controller requirements, such as, shift changeover, end-of-month changeover, and communication and equipment checks.

17.6. Annotate checklist start and completion times in events log. (Does not apply to ANG/AFRC units.)

18. Operational Reports. Develop and maintain a reports continuity book or binder. Ensure it provides a quick reference to help controllers submit and track reports. Contents of this book should include:

18.1. Event or incident reporting criteria (AFI 10-206/AETC Sup 1, AFRC Sup 1, and any tenant units MAJCOM supplement). (Does not apply to ANG units.)

18.2. Checklists providing step-by-step procedures to ensure reports are submitted in United States message text format (USMTF) with proper content.

18.3. Checklists for report coordination, preparation, and release of voice and record copy reports.

18.4. OPREP-3 tracking logs. Maintain logs for each type of OPREP-3, for example: homeline log, etc. Maintain real world and exercise logs separate.

19. Events Logs:

19.1. Develop and maintain events logs on a locally authorized IMT. AFRC units will use AFRC IMT 124, **Events Log.**

19.2. Events logs will serve as an official record of events affecting the unit or CP function.

19.3. Maintain event logs for 3 months in accordance with the Air Force RDS.

19.4. Classify, mark and control logs according to content as prescribed in AFPD 31-4, *Information Security.* Make every effort to keep event logs unclassified.

19.5. Log entries will include enough information to allow for a full reconstruction of events, and provide continuity to the following shift. When in doubt, log it.

19.6. Record entries in chronological sequence using ZULU Time as soon as possible after an event or occurrence.

19.7. Reference messages by message classification, date-time group, and/or originator. Log entries will include, but are not limited to:

19.7.1. Controllers on duty.

19.7.2. Shift checklist start and completion.

19.7.3. Results of tests, exercises, or communication checks.

19.7.4. Emergency conditions.

19.7.5. Equipment and/or communication failures and outages.

19.7.6. Weather notifications and descriptions or actions taken.

19.7.7. Arrival and departure of DV.

19.7.8. Wing commander availability.

19.7.9. Submission of operational reports.

19.7.10. Open or completed EAC and QRC.

19.7.11. Area security checks.

19.7.12. Summary of significant or unusual events and notifications not recorded elsewhere.

19.7.13. Changes to unit readiness, posture or preparedness.

19.8. Use exercise logs to prevent lengthy exercise entries in real world events log.

19.9. Entries required in accordance with local operating instructions.

20. Self-Inspections. Establish a CP self-inspection program as follows:

20.1. Conduct self-inspections according to local unit directives or singularly as a CP-only function. Conduct self-inspections at least semiannually. (ANG/AFRC units may conduct self-inspections annually.)

20.1.1. Record date and name of individual who conducted inspection.

20.1.2. Provide a comprehensive written answer to each question on the self-inspection checklist (for example, location of source or item, corrective action, estimated complete date, and/or suspense etc.).

20.2. Maintain the following items in a continuity binder:

20.2.1. Self-inspection checklists providing comprehensive, semiannual inspections of all aspects of CP functions and procedures. (Annual inspections for ANG and AFRC units.)

20.2.2. A current copy of both IG and staff assistance visit (SAV) reports (as applicable).

20.2.3. Documentation and results of last two semiannual self-inspection reviews. (Annual for ANG and AFRC units.)

20.3. Develop a mechanism that will, according to importance or severity, direct inspection findings or problems to the proper level for action, attention, and resolution. Track findings or problems until they are resolved, or waivers or assistance are obtained. Review and document current finding and/or observation status monthly.

Section E—Training, Testing, and Certification

21. Training Documents:

21.1. Use the following AETC IMTs to document training, certification, and decertification. AFRC units will follow documentation training requirements of AFRCI 10-203.

21.1.1. AETC IMT 820, **Controller Certification Record,** for documenting initial and refresher training certification. Use a single AETC IMT 820 to certify controllers in EA, SORTS and OPREP.

21.1.2. AETC IMT 821, **Recurring Training Record,** for documenting formal training. Documentation should be detailed enough to present a true picture of training accomplished. Refer to a tape if training was recorded or videoed taped. Ensure tapes are classified and marked in accordance with AFI 31-401. DO NOT tape Top Secret information.

21.1.3. AETC IMT 822, **Test Results,** for documenting open and closed book examinations and scenario training and evaluation results.

21.2. Maintain certification and recurring training records, and forms in a single CP training and certification book. Divide this book into four primary sections as follows:

21.2.1. Section I. Maintain a separate, current AETC IMT 820 for each assigned certified controller.

21.2.2. Section II. Maintain AETC IMT 821 for the previous 12 months.

21.2.3. Section III. Maintain CP self-study letters for the previous 12 months.

21.2.4. Section IV. Maintain AETC IMT 822 for the previous 12 months.

22. Types of Training. CP training program consists of three training elements: initial training, refresher training and recurring training.

22.1. Initial Training:

22.1.1. This training prepares an individual to correctly perform assigned CP duties. The training manager will interview the trainee to determine the trainee's experience, and review his or her AF Form 623, **Individual Training Record,** before beginning initial training. The training manager will annotate this review, to include date of arrival on station and date of interview on the trainee's AF IMT 623a, **On-the-Job Training Record-Continuation Sheet.** Enter newly assigned personnel into initial training within 15 calendar days of arrival on-station, (first term pipeline students will start initial training after completion of

base orientation classes). Enter training start date and estimated completion date in the individual's training outline.

22.1.2. Develop an initial training outline for each controller. Record trainee progress on the AF IMT 623a, and the training outline during initial training, and maintain outline for the duration of the controller's assignment.

22.1.3. The training manager will allow a maximum of 45 days certification training time for newly assigned personnel with prior CP experience.

22.1.4. The training manager will allow a maximum of 60 days certification training time for technical school graduates and CP augmentees.

22.1.5. AFRC units are allowed 90 days for certification of newly assigned personnel with command post experience, and 180 days for assigned personnel with no CP experience. ANG traditional guardsmen will have 1 year for certification, regardless of experience level. Air Guard Reserve (AGR) and technicians will comply with training and certification standards in Section E of this instruction.

22.2. Refresher Training. This training is a condensed version of certification training. Use refresher training for newly assigned controllers with prior C2 experience, or to retrain controllers who have been absent from duty or away from home station 60 days or more. Newly assigned members; the training manager will interview the member to determine his/her experience and review his or her AF Form 623 before entering training. The training manager will annotate this review, to include date of arrival on station, and date of interview on the members AF IMT 623a. Tailor and document refresher training to meet the controller's training needs. Stress new or changed procedures for members absent 60 days or more. Identify subject tasks for refresher training on the UTO.

22.3. Recurring Training. This training is conducted on a monthly basis, and consists of three basic types: formal, self-study, and proficiency training.

22.3.1. Formal Training. This training is conducted during the monthly controller training meetings. It is conducted in a classroom-type environment with controllers presenting briefings on subjects listed in the unit training plan (UTP). Every controller must attend the monthly meeting unless specifically excused by the CP OIC or superintendent.

22.3.1.1. The training manager will assign controllers applicable briefing subjects in the monthly training letter. Attachment 6 contains a sample monthly training memorandum.

22.3.1.2. Controllers who miss formal training sessions must review audio/video-recorded sessions and/or AETC IMT 821. All controllers, including back office staff will review and initial all missed sessions within 3 duty days of assuming console or staff duty. Document completion of training on AETC IMT 821.

22.3.2. Self-Study Training. This training is performed monthly. The CP training manager publishes the current month's training requirements in accordance with the annual MTM in the self-study memorandum. As a minimum, training requirements will cover areas requiring improvement, recurring requirements, new publications, and changes to publications or procedures.

22.3.3. Proficiency Training. Proficiency training consists of written examinations/scenarios.

22.3.3.1. Written Examinations. This training consists of one open-book, 25-question general knowledge written examination, and one closed-book, 25-question EA written examination each month. The minimum passing score is 90 percent. (EA does not apply to AFRC tenant units.)

22.3.3.1.1. All examinations will be critiqued to 100 percent. Document on AETC IMT 822, remark section, for example, score 90 percent, critiqued to 100 percent.

22.3.3.1.2. The training manager is responsible for the development of general knowledge test (GKT), and administration of both GKT and EA examinations. EA test bank is developed and distributed by AETC/DOXC.

22.3.3.1.3. If a controller fails two consecutive EA exams, controller is decertified, removed from console duties, administered supervised study covering areas of weakness, and retested.

22.3.3.2. Scenario Training. This training consists of two types: performance scenario training and performance scenario evaluation. Document both types of scenarios on AETC IMT 822. Scheduled monthly and quarterly scenarios are documented on the CP monthly duty schedule.

22.3.3.2.1. Performance scenario training is conducted monthly, and used to address CP operational areas of improvement. Controllers are provided assistance during the training as required, however, if in the course of the training a controller exhibits weak areas, administer supervised study covering their weak areas, and administer a performance evaluation prior to assuming console duties.

22.3.3.2.1.1. Performance scenario training consists of at least five tasks based on the UTP.

22.3.3.2.1.2. Include thought-provoking questions from more than one EAC or QRC at a time.

22.3.3.2.1.3. Stress and evaluate team coordination, EAC or QRC procedures, and operational reporting actions.

22.3.3.2.2. Performance scenario evaluations are administered quarterly and are to ensure controllers are complying with established procedures. Quarterly performance scenario evaluations count towards monthly performance scenario training requirements. At the discretion of the training manager, wing major accident response exercise (MARE) and MAJCOM evaluations may also count towards controller performance scenario evaluations.

22.3.3.2.2.1. Performance scenario evaluations consist of at least five tasks based on the UTP.

22.3.3.2.2.2. Include thought-provoking questions from more than one EAC or QRC at a time.

22.3.3.2.2.3. Stress and evaluate team coordination, EAC or QRC procedures, and operational reporting actions.

22.3.3.2.2.4. Controllers not achieving a satisfactory rating are administered supervised study covering weak areas; and are reevaluated before assuming console duties. Controllers not achieving a satisfactory rating during the reevaluation will be decertified and readministered supervised study.

23. Certification, Decertification, and Recertification. These actions are at the discretion of the CP OIC or superintendent with recommendations from the trainer and training manager.

23.1. Certification. The trainer will recommend in writing to the training manager. The training manager will verify compliance with requirements listed in this section. Once verified the training manager will document recommendation to CP OIC or superintendent prior to interview. Document initial and refresher certification recommendation interview, and maintain documentation for duration of assignment. The outcome of the interview will determine whether the trainee is recommended for certification by the wing/vice commander or scheduled for additional training. See Attachment 7. *NOTE:* Controllers are not recertified because of a change of certification officials. Prior to final certification, the newly assigned trainee will:

23.1.1. Complete all areas of the UTP.

23.1.2. Complete a comprehensive performance scenario evaluation, and maintain documentation on AETC IMT 822 of initial performance scenario evaluation.

23.1.3. Pass three 25-question examinations governing the following three areas: EA procedures, operational reporting, and CP general knowledge subjects. The EA exam is closed book. The minimum passing score for these examinations is 90 percent. Maintain documentation on AETC IMT 822 of all three initial examinations. (Does not apply to ANG/AFRC tenant units.)

23.1.4. Be interviewed by the CP OIC or superintendent.

23.2. Decertification:

23.2.1. Grounds for decertification:

23.2.1.1. A period of absence exceeding 60 consecutive days.

23.2.1.2. Failure to maintain regulatory and locally established certification standards.

23.2.1.3. The withdrawal of controller's security clearance.

23.2.1.4. Failure of two consecutive monthly written EA exams.

23.2.1.5. Unsatisfactory rating of two consecutive performance evaluations.

23.2.1.6. Performance or behavior deemed unacceptable by OIC and superintendent.

23.2.2. Decertification procedures are as follows:

23.2.2.1. The CP OIC or superintendent recommends decertification to the certifying authority.

23.2.2.2. Line through the certifying official's signature on the front of the AETC IMT 820.

23.2.2.3. Document the decertification date and reason for decertification on reverse side of the AETC IMT 820.

23.3. Recertification. Recertifying a controller:

23.3.1. Training manager will ensure the controller's AF IMT 623a (if applicable), and AETC IMT 820 reflect successful completion of refresher training.

23.3.2. The CP OIC or superintendent recommends recertification, and the wing/vice commander signs and dates the individuals original AETC IMT 820.

24. Inspection Testing. The HQ AETC/IG CP inspector will test all certified controllers in accordance with EAP-AETC. (Does not apply to ANG/AFRC tenant units.)

Section F—Facilities and Equipment

25. Facilities. If present facilities are functional and meet unit mission and security requirements, they will be considered adequate. Units should not modify existing facilities just to comply with this instruction. However, when units modify their CPs for other reasons, they must consider the requirements outlined below:

25.1. CP space requirements vary with the mission and number of organizations supported. Criteria for floor space are shown in AFI 32-1024, *Standard Facility Requirements.* An ideal layout of a CP facility would consist of an EA cell, CAT area, administrative office area, SORTS or reports area, training area, storage, restroom facilities, and kitchen or break area.

25.2. CP-designated restricted or controlled areas will use AFI 31-101, *The Air Force Installation Security Program,* its supplements, and local directives as a guide.

25.3. CP will ensure emergency generator power capability, and if needed operating procedures to accomplish manual and automatic power changeover.

26. Equipment. Minimum CP equipment includes:

26.1. Class A Telephone Service. Maintain sufficient lines (at least two) with one having access to DSN and the other direct access to commercial lines to facilitate contact with civilian agencies, key personnel, on-call staff personnel, etc. Equip all administrative and secure telephone handsets and headsets with push-to-talk features. A cellular phone may be used as a telephone backup system during system failures and during CP relocations. When using cellular phones within the CP, compliance with AFMAN 33-214, Volume 2, *Emission Security Countermeasures Reviews (AFSSM 7011),* paragraph 3.4.4 is mandatory.

26.2. Commander's Land Mobile Radio (LMR). Use of LMR during daily operations is at the discretion of the commander; however, CP will maintain capability, if available, for emergency and exercise operations. If the LMR net system is used, controllers must have the capability to seize the commander's net when required. When using hand-held radios and/or LMR within the CP for operational necessity, compliance with AFMAN 33-214, Volume 2, paragraph 3.4.1 is mandatory.

26.3. STU-III/STE Telephones. STU-II/STE telephones adequate to support daily console operations and increased requirements during exercises and real world contingencies.

26.4. Tape Recorders. Tape recorders will be equipped with a device that automatically emits a distinct warning tone at 12 to 18 second intervals, indicating the conversation is being recorded.

26.5. Dedicated AUTODIN Access. Where available, if a dedicated AUTODIN terminal is not collocated within the CP, the commander will establish message delivery procedures to ensure immediate delivery of FLASH and IMMEDIATE traffic to controllers.

26.6. Classified and Unclassified DMS Capability. Capability to access/use classified and unclassified DMS. Use classified DMS to receive and transmit classified DMS EA messages and other sensitive information between HQ AETC and the units.

26.7. Clocks. A sufficient number of clocks to show local, ZULU, and appropriate reference times. These clocks should have battery-backup capability.

26.8. GSA Approved Safes. A sufficient number of General Services Administration (GSA) approved safes to store classified material up to and including top secret (if applicable) and COMSEC material. Safes must meet the requirements of AFI 31-401, *Information Security Program Management,* and AFI 31-401/AETC Supplement 1.

26.9. Cross-cut Shredder. Use for destruction of classified material. Purchase the shredder from the NSA evaluated destruction device approved listing. *NOTE:* A key tape destruction device section has been added to the NSA listing.

26.10. Local Area Network (LAN) Connectivity. CP will establish and maintain LAN capability. Establish procedures to ensure connectivity with higher headquarters during communications outages.

27. Optional Equipment. CPs are highly encouraged to maintain the following equipment. The following support equipment is used to support the commander and staff during emergencies or increased readiness operations.

27.1. Videocassette Recorder (VCR), Copier, and Color Television. Televisions will have local cable access, as needed.

27.1.1. Emergency Notification System (ENS). ENS is used to support the checklist notification and information dissemination process.

27.1.2. Weather System. A weather disseminating system is used to receive weather information from the servicing weather facility.

27.2. Beepers and Pagers. Beepers and pagers may be utilized for recall of CP and other wing staff personnel as required. If used within the CP compliance with AFMAN 33-214, Volume 2, paragraph 3.4.2 is mandatory.

27.3. Cordless Telephones. Cordless telephones may be used if operationally necessary within the CP. When a radio frequency cordless telephone is used, compliance with AFMAN 33-214, Volume 2, paragraph 3.4.5 is mandatory.

27.4. Additional Equipment. Other equipment as necessary for training and sustained 24-hour operations such as a video camera, cassette recorder, refrigerator, microwave oven, etc., as allowed by the applicable table of allowances.

Section G—Higher Headquarters Support to AETC CP

28. Staff Assistance Visits (SAV). SAV are designed to review CP programs, and provide administrative clarification, and assistance. Unit CPs will complete and document a self-inspection not earlier than 60 days, and not later than 30 days prior to the SAV team's arrival.

28.1. The purpose of the CP SAV program is to:

28.1.1. Identify structure and procedural deficiencies.

28.1.2. Solicit feedback and suggestions on improving C2 functions.

28.1.3. Identify excellent programs.

28.1.4. Review compliance with established procedures.

28.2. The SAV team reviews any area requested by the unit to include documentation and controller performance.

28.3. The CP OIC or superintendent will schedule an out brief with the wing or vice commander, SAV team, CP OIC, and superintendent. During the SAV out brief, areas of concern are briefed.

28.4. Forward followup SAV replies to HQ AETC/DOXC every 30 days until all findings and/or observations are closed.

28.5. Major functional areas that may be reviewed by the SAV team are:

28.5.1. Checklists. Checklists are reviewed for accuracy, structure, and content.

28.5.2. CP Daily Operations. Checklists, OIs, logs, CIF, etc.

28.5.3. Training and Certification. Compliance with written guidance, certification procedures, documentation, UTP, and overall effectiveness of the training program.

28.5.4. Performance Evaluation. Administer and observe selected scenarios to provide a review of the overall training program.

28.5.5. Emergency Action Testing. Controllers are given a 25-question closed book EA test. Minimum passing score is 90 percent, and is critiqued to 100 percent. Certified EA controllers failing a SAV EA test are administered supervised study covering weak areas, and retested before completion of SAV. (Does not apply to ANG/AFRC tenant units.)

28.5.6. Operational Reporting. Content, guidance, and submission procedures.

28.5.7. SORTS. Review wing and unit training program documentation, AETC SORTS database content, designed operational capability (DOC) statements, and self-inspection program. (Does not apply to ANG/AFRC units.)

28.5.8. Security. Information, personnel, and physical security.

28.5.9. Self-Inspection Program. The primary focus is on self-inspection book format, written guidance, program compliance, documentation, and overall effectiveness of the self-inspection program.

28.5.10. Facility. General CP appearance, functionality, utility of equipment, and displays, etc.

28.5.11. Management. Management policy and procedures, compliance with local directives and OIs, administrative practices and procedures, personnel and resource utilization, and overall CP effectiveness.

28.6. Scheduling SAV. Do not conduct an SAV within 120 days or less of a scheduled IG inspection. Units should forward a request at least 90 days in advance of proposed SAV. Units will fund all requested SAV. Address the request from the wing or vice commander to the HQ AETC/DOX Commander (HQ AETC/DOX). The request should contain the following information:

28.6.1. Date SAV is to be conducted.

28.6.2. Name and phone number of the CP point of contact (POC).

29. Waiver Requests. A unit may have special circumstances that preclude the implementation of policies in this instruction. Forward requests for waivers to HQ AETC/DOXC. Request must include a complete description of the requirement, justification for the waiver, workarounds, and length of time for which the waiver is requested. Waivers will not be valid for more than 12 months. ANG units will forward waiver requests through ANG/DOC for coordination; ANG/DOC will forward to AETC. AFRC will forward waiver requests through AFRC/DOCR superintendent.

30. CP Awards Program. This program is designed to recognize individuals at the wing level and headquarters who have demonstrated the highest measure of dedication, expertise, and professionalism in their assigned C2 duties. AFI 10-207, *Command Posts,* describes and establishes this program. AETC/DOXC will provide CPs additional awards submission guidance via message to all CPs. (Does not apply to AFRC/ANG units.)

Section H—Functions of AETC-Gained ANG CPs Only

31. Functions of ANG CPs. Execution of emergency action procedures and operational reporting functions should parallel active duty CPs.

31.1. ANG CPs will maintain an additional OI detailing call-up and/or mobilization actions for their agency.

31.2. Use and maintain a computer generated events log in accordance with this instruction whenever the ANG CP is operational. A new log is opened each Zulu day at 0001Z and closed at 2359Z.

31.3. ANG CPs will maintain all quick reaction checklists (QRC) required by this instruction. If the required QRCs are not applicable to the unit, the CP OIC will request a waiver through ANG channels to HQ AETC/DOXC.

31.4. Unit commanders will determine ANG CPs hours of operation prior to federalization or mobilization.

31.5. Each ANG CP will maintain a functional publications library.

31.6. Maintain controller information file (CIF) items in accordance with AFMAN 37-139. CP OIC will establish procedures to periodically screen (at least monthly) the CIF for currency.

32. Communications Requirements. The minimum peacetime communications requirements include: secure telecommunications, three base telephone lines, defense switched network (DSN), and UHF/VHF air/ground radio. A dedicated CP communications center is not required if secure teletype is provided by base communications services.

32.1. The LMR system need not be on a dedicated C2 net. It may be part of an existing net, depending on station workload and/or saturation of assigned frequencies.

32.2. The CP must have direct communications to weather, crew scheduling, maintenance control, the wing commander, the operations group commander, assigned flying squadrons, base operations, fire department, and other supporting agencies as necessary. These requirements may be satisfied through direct telephone lines, normal base telephone service, a local intercom, or any combination of the above.

32.3. Weather computer connected to the weather station is required when the CP is not collocated with the weather facility. This is not required if a civilian off-base weather facility serves the unit.

32.4. CPs should process communications services requests through normal ANG command channels.

33. ANG CP Facilities:

33.1. Place emphasis on the general CP appearance, functionality, and utility of equipment, displays, etc.

33.2. ANG CP display boards must be tailored to meet the unit's mission.

33.3. If present facilities are functional and meet unit mission requirement, they will be considered adequate. Units should not modify existing facilities just to comply with this instruction. However, when units modify their CPs for other reasons, they must consider the requirements outlined in this instruction.

34. ANG Training, Testing, and Certification:

34.1. ANG Controller Training. Full-time (Active Guard Reserve [AGR] or technician) ANG controllers are trained in accordance with AFI 10-207 and Section H of this instruction. The following procedures have been modified to provide adequate training time prior to and after certification for traditional ANG controllers:

34.1.1. Controller Certification Training. Certification in at least one area will be accomplished within 1 year after completion of technical school.

34.1.2. Refresher Training. Refresher training will be completed within 6 months assignment or training start date.

34.1.3. Recurring Training. Formal training sessions will be held once each unit training assembly (UTA), and as a minimum will provide 1 hour of formalized training each month.

34.1.4. Remedial Training. If placed into remedial training due to decertification, full-time controllers will comply with Section H of this instruction. Traditional guardsmen will recertify within 3 UTAs. If certification is not accomplished within the 3 UTAs, a written evaluation by the CP OIC will be completed.

34.1.5. Initial or Certification Training. The training manager will allow a maximum of 1 year for newly assigned traditional guardsmen, and 90 days for AGR and technicians.

34.1.6. Formal Training. Controllers who miss formal training sessions must review audio/video recorded sessions and training meeting minutes the following UTA weekend. Document completion of training on the locally approved IMT.

34.1.7. Scenario Training. Scenario training should be conducted at least quarterly and documented on a locally approved IMT. At least two situations based on the UTP will be used.

34.1.8. Performance Scenarios. Administer and observe selected scenarios to provide a review of the overall training program. Controllers selected to perform these scenarios will not be decertified for poor performance.

34.1.9. Emergency Actions Testing. Controllers will take a 25-question closed book EA test. Minimum passing score is 90 percent and is critiqued to 100 percent.

34.1.10. Operational Reporting. The primary focus is on content and guidance in the reports book and submission procedures.

34.2. Decertification. The ANG CP OIC and/or superintendent will take decertification actions for the following reasons:

34.2.1. Failure to maintain published standards.

34.2.2. Discontinuance of specific duties requiring certification, or absence in excess of 60 calendar days for full-time controllers, or 2 consecutive UTAs for traditional controllers.

35. Documentation:

35.1. Controller Certification Record. Document initial and refresher training certification. Maintain a separate and current record for each assigned and certified controller.

35.2. Recurring Training Record. Document all formal training. Documentation should be detailed enough to present a true picture of the training accomplished. Refer to a tape if the training was recorded.

35.3. Test Results Form. Document open and closed book examinations, scenario training, and evaluation results. Forms must be maintained for 12 months. *NOTE:* Maintain certification and recurring training records and forms in a single command post training and certification book. Divide this book into four primary sections as outlined in Section E, paragraph 22.2.1.

36. Equipment. Minimum CP equipment includes current standard outlined in this instruction.

37. Self-Inspection Program. The primary focus is on the format of the self-inspection books, written guidance, program compliance, documentation, and overall effectiveness of the self-inspection.

38. Waiver Requests. Send an info copy to the ANG 1C3X1 career field functional manager.

39. IMTs Prescribed. AETC IMT 706, 820, 821, and 822. ANG units may use locally approved IMTs designed around their specific mission.

40. IMTs and/or Forms Adopted. AF Form 623, AF IMT 623a, and AFRC IMT 124.

WILLIAM M. FRASER III, Major General, USAF
Director of Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 31-4, *Information Security*

AFI 10-207, *Command Posts*

AFI 10-206, *Operational Reporting*

AFI 21-101, *Maintenance Management of Aircraft*

AFI 31-101, *Air Force Installation Security Program*

AFI 31-401, *Information Security Program Management*

AFI 32-1024, *Standard Facility Requirements*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public and Interagency Air Force Information Collections*

AFI 33-332, *Air Force Privacy Act Program*

AFI 33-360, Volume 1, *Air Force Content Management Program--Publications*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 10-205/AETC Sup1, *Availability of Major Command Commanders*

AFI 10-206/AETC Sup1, *Operational Reporting*

AFI 31-101/AETC Sup 1, *Air Force Installation Security Program*

AFI 31-401/AETC Sup 1, *Information Security Program Management*

AETCI 21-101, *Maintenance Management of Aerospace Equipment*

AETCI 36-2803, *Operations Recognition Program*

Abbreviations and Acronyms

AEF—Air Expeditionary Force

AFMS—Air Force manpower standard

AFOC—Air Force Operations Center

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFRS—Air Force Recruiting Service

ANG—Air National Guard

BAS—basic allowance for subsistence

C2—command and control

CBC—controller basic checklist

CFETP—career field education and training plan

COMSEC—communications security

CWC—chemical weapons convention

DOC—designed operational capability

DMS—Defense Message System

EAC—emergency action checklist

EAM—emergency action message

EAP-AETC—Emergency Action Procedures--Air Education and Training Command

EAP-CSAF—Emergency Action Procedures--Chief of Staff, United States Air Force

ENS—Emergency Notification System

GCCS—Global Command and Control System

GSA—General Services Administration

INF—intermediate range nuclear force

LAN—local area network

LMR—land mobile radio

MOA—memorandum of agreement

MCF—maintenance coordination function

MTO—master training outline

OI—operating instruction

OPREP—operational report

OS—Open Skies

POC—point of contact

PWS—performance work statement

QRC—quick reaction checklist

SAR—security access requirement

SOW—statement of work

START—Strategic Arms Reduction Treaty

UMD—unit manpower document

USMTF—United States message text format

UTP—unit training plan

VCR—videocassette recorder

WAPS—Weighted Airman Promotion System

WMP—War and Mobilization Plan

Terms

Address Indicator Group (AIG)—A numerical address designator representing a predetermined list of specific and frequently recurring combinations of action and, if required, information addressees. AIGs are

used to reduce the number of addressees that are shown in the message heading, thus enhancing the speed of message processing in both administrative and telecommunications channels.

Alternate Command Post (ACP)—A relocation site the CP operates from in the event the primary is rendered unusable.

Automatic Digital Network (AUTODIN)—A worldwide telecommunications network managed by the Defense Communications Agency (DCA) that provides for transmission and receipt of narrative and data-pattern messages. This system is used within DoD to send and receive electronic messages.

Crisis Action Team (CAT)—A specialized group of personnel designated by the commander to monitor, control, coordinate, and direct actions during a contingency or emergency situation.

Command Post (CP)—The facility from which the commander directs actions to support the unit's assigned mission. The unit's 24-hour point of operation. The CP receives, analyzes, displays, and disseminates orders, information, and requests pertinent to the assigned task.

Command Post (CP) Controller—An individual certified in emergency actions, reports, and/or SORTS who acts as the executive agent for the commander to effect positive control of assigned forces and weapons systems.

Command Representative (COMREP)—Provides command unique expertise in the requirements and procedures of an AETC unit supported by another command's command post.

Controller Information File (CIF)—An expeditious means of passing information pertinent to controller personnel, CP procedures, and unit operations of a temporary or permanent nature.

Defense Message System (DMS)—The messaging system for DoD. The DMS provides message service to all DoD users (to include deployed tactical users), access to and from worldwide DoD locations.

Defense Switched Network (DSN)—The basic general-purpose telephone switched voice network of the Defense Communications System.

Distinguished Visitor (DV)—Military passengers (including those of friendly nations) of star, flag rank, or equivalent status to include diplomats, cabinet members, and members of Congress. Others may be designated as DV due to their mission or position.

Emergency Actions (EA)—The term used by command and control agencies to identify action, procedures, and communications used during periods of tension or increased readiness.

Emergency Notification System (ENS)—A personal computer-based callout system that notifies designated personnel about information and records the individual responses.

Global Command and Control System (GCCS)—The global military command and control system that provides the means for operational direction, and technical and administrative support involved in the function of command control of US military forces. An alternate means of receiving HQ AETC EAMs.

OIC and Superintendent—Directly in charge of the CP.

Operation Plan (OPlan)—A plan for a single or series of connected operations to be carried out simultaneously or in succession. It is usually based on stated assumptions, and is the type of directive employed by higher authority to permit subordinate commanders to prepare supporting plans and orders.

Randolph Command Center (RCC)—The consolidated HQ AETC, HQ 19 AF, HQ AFRS, and 12 FTW command and control facility.

Resource Augmentation Duty (READY) Program—Identifies, places, codes, and trains people to meet augmenter needs for installation-level exercises, contingencies, wartime, or emergency situations according to AFI 10-217, *Resource Augmentation Duty (READY) Program.*

Staff Assistance Visit (SAV)—A HQ AETC staff visit containing a team of functional area experts who provide staff assistance to a wing's function, as requested.

Status of Resources and Training System (SORTS)—A JCS-controlled automated data system primarily created to provide the NCA and JCS with authoritative identification, location, and resource information.

Treaty Control Officer (TCO)—The person (normally assigned to the base plans office [XP]), who is the POC for all base arms control treaty matters. This person is responsible for developing local procedures, guidance, and compliance with treaty plans.

ZULU—Universal coordinated time, which is used as the prime basis of standard time throughout the world.

Attachment 2

PUBLICATIONS LIBRARY

NOTE: This listing is provided as a guide to help CP OIC and superintendents determine which publications should be maintained in the CP publications library. The list is not all-inclusive and is intended primarily as a guide.

Publication	Maintain Hard Copy	Not Required by ANG/AFRC CP	Not Required by ANG/AFRC tenant units
JCS Pub 1-03-05, *Joint Reporting Structure, Operational Status Reports*	✓		
DoD 5200.1R/AFPD 31-4, *Information Security*	✓		
AFI 10-201, *Status of Resources and Training System*	✓	✓	
AFI 10-205, *Availability of Major Command Commanders*	✓		
AFI 10-206, *Operational Reporting*	✓		
AFI 10-207, *Command Posts*	✓		
AFI 10-245, *Air Force Antiterrorism Standards*			
AFI 10-402, *Mobilization Planning*			
AFI 10-801, *Assistance to Civilian Law Enforcement Agencies*			
AFI 10-1101, *Operations Security (OPSEC)*			
AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*			
AFI 11-221, *Air Refueling Management (KC-10 and KC-135)*			
AFI 11-222, *Tanker Activity Report (RCS:HAF-XO(W)9375)*			
AFI 11-401, *Aviation Management*			
AFI 13-201, *Air Force Airspace Management*			
AFI 13-202, *Overdue Aircraft*			
AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)(FOUO)*	✓		
AFI 25-201, *Support Agreements*			

Publication	Maintain Hard Copy	Not Required by ANG/AFRC CP	Not Required by ANG/AFRC tenant units
Procedures			
AFI 31-101, *The Air Force Installation Security Program (FOUO)*	✓		
AFI 31-401, *Information Security Program Management*	✓		
AFI 32-1024, *Standard Facility Requirements*			
AFI 33-106, *High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System*			
AFI 33-210, *Cryptographic Access Program*			
AFI 33-211, *Communications Security (COMSEC) User Requirements*	✓		
AFI 33-322, *Records Management Program*			
AFH 33-337, *The Tongue and Quill*			
AFI 33-360 V1, *Air Force Content Management Program--Publications*			
AFI 36-108, *Air Reserve Technician (ART) Program*			
AFI 36-2201 V2, *Air Force Training Program Training Management*			
AFMAN 36-2234, *Instructional System Development*			
AFI 36-2406, *Officer and Enlisted Evaluation Systems*			
AFI 36-2803, *The Air Force Awards and Decorations Program*			
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*			
AFI 90-201, *Inspector General Activities*	✓		
AFI 91-202, *The US Air Force Mishap Prevention Program*			
AFI 91-204, *Safety Investigations and*			

Publication	Maintain Hard Copy	Not Required by ANG/AFRC CP	Not Required by ANG/AFRC tenant units
Reports			
United States Message Text Formatting Program (https://disain.disa.mil/usmtf/)			
AETCIND2, *Numerical Index of Standard and Recurring AETC Publications, AETC Computer Systems Manuals, 19 Air Force and HQ AFRS Publications*			
AETCIND9, *Numerical and Functional Index of AETC Forms, Numerical Index of 19th Air Force (19 AF) Forms, and Numerical Index of Air Force Recruiting Service (AFRS) Forms*			
AETCI 10-202, *Contingency Operations and Preparation*			
CJCSM 3150.05A, *Joint Reporting Structure Situation Monitoring Manual*			
CJCSM 3150.01, *Joint Reporting Structure General Instructions*			
AFKAO-1, *USAF Voice Call-Sign Instructions*			
AFKAI-1(C), *USAF Voice Call-Sign (U)* (flying unit CPs only)			
AFKAG-1, *Routine Destruction and Emergency Protection of COMSEC Material (U)*			
EAP-AETC, *Emergency Action Procedures – Air Education and Training Command*	✓		✓

Attachment 3

SAMPLE MANNING REPORT FORMAT

MEMORANDUM FOR HQ AETC/DOXC   (Date)

FROM: (Your unit office symbol)

SUBJECT: Monthly Command Post Manning Report

1. Command Post Manning:

GRADE/NAME SSN	PAFSC	TITLE/POSITION NUMBER DOR/DAS/OSRD (Short)/OSRD (Long)
Maj Anthony Soprano 000-00-0000	86P0	Chief, Command Post/0000000 1 Aug 93/9 Nov 95/1 Nov 95/1 Dec 88
SMSgt Stefan R.V. Jones 000-00-0000	1C391	Superintendent/0000000 1 Aug 93/9 Nov 95/1 Nov 94/3 Jan 88
MSgt Glenda Goodrich 000-00-0000	1C371	NCOIC Operations/0000000 1 Aug 93/9 Nov 95/1 Nov 95/N/A
TSgt Taylor M. West (T) 000-00-0000	1C371	NCOIC Training/0000000 1 Aug 93/9 Nov 95/1 Nov 95/N/A
TSgt John A. Perez (P) 000-00-0000	1C371	NCOIC SORTS/0000000 1 Aug 93/9 Nov 95/N/A/1 Nov 95
SSgt Jasmine A. Uphoff (A) (5102) 000-00-0000	1C371	CP Controller/0000000 1 Aug 93/9 Nov 95/N/A/N/A
SSgt Walter L. Quimby (6969) 000-00-0000	1C351	CP Controller/0000000 1 Sep 95/3 Oct 00/1 Dec 02
SSgt John C. Meyers 000-00-0000	1C351	CP Controller/0000000 1 Oct 95/14 Aug 01/None
SSgt Robert P. Hall 000-00-0000	1C351	CP Controller/0000000 1 Aug 96/23 Feb 03/None
SrA William C. Stubbs 000-00-0000	1C351	CP Controller/0000000 1 Sep 03/12 Jul 01/None
SrA Gerald B. Garcia 000-00-0000	1C351	CP Controller/0000000 1 Aug 02/23 Sept 02/None
SrA James P. Hooks 000-00-0000	1C351	CP Controller/0000000 1 Mar 01/12 Oct 02/None
A1C Kelvin W. Lee 000-00-0000	1C351	CP Controller/0000000 1 Apr 04/13 Jul 03/None
A1C Steven F. Smith 000-00-0000	1C351	CP Controller/0000000 1 May 03/1 Jan 03/None
A1C Eric H. Holmes 000-00-0000	1C351	CP Controller/0000000 1 Aug 03/1 Feb 03/None
Amn Sharon W. Cook	1C331	CP Controller/0000000

000-00-0000   1 Jan 04/1 Jun 03/None

NOTE: *Forecasted 1C3X1 manning (based on 16 total 1C3X1 authorizations)

Forecast	Authorized	Assigned	Available	Remarks (See Section 3 Below)
*Current	16	16	16	
*Jul 03	16	17	16	1 PCS In
*Aug 03	16	16	16	1 PCS Out
*Sep 03	16	17	15	1 TDY / 1 PCS In
*Oct 03	16	17	16	1 TDY
*Nov 03	16	16	15	1 TDY / 1 PCS Out

2. READY Controllers:

GRADE/NAME/OFFICE	CAFSC	DATE CERTIFIED
SSgt Celso A Perez, XX MSS/DPMM	3A071	2 Jun 02
SrA Zachary Lewis, XX FTW/JAG	3U071	21 Apr 03

3. Losses/Gains/TDYs/AEF:

    a. Project Losses: 2

        SrA Garcia, Mildenhall AB, UK: RNLTD Oct 03, projected departure date 22 Nov 03

        SSgt Hall, Anderson AFB, Guam, RNLTD Aug 03, projected departure date 1Aug 03

    b. Project Gains: 2

        Amn Alaina J. Lewis from 1C3X1 Tech School, RNLTD Sep 03

        SSgt Robert B. Baker from Osan, RNLTD Jul 03

    c. Current/Project TDYs: 1

        SMSgt Jones to SNCO Academy, 15 Sep 03 – 30 Nov 03

    d. Current/Project AEF Taskings:

Grade	Name	AEF	UTC	Skill Level	Remarks
MSgt	Goodrich	6	9ACP5	7	DWS
SSgt	Meyers	6	9ACP5	5	DWS
SrA	Hooks	6	9ACP5	5	DWS
A1C	Lee	6	9ACP5	5	DXX

Grade	Name	AEF	UTC	Skill Level	Remarks
SrA	Stubbs	6	9ACP5	5	DXX
SMSgt	Jones	6	9ACPZ	9	AXX: SNCO Academy Sep-Nov 03
SSgt	Hall	6	9ACP5	5	DXX
TSgt	Perez	6	9ACP5	5	DXX
TSgt	West	10	9ACP5	7	DWS
SSgt	Quimby	10	9ACP5	5	DWS
SSgt	Uphoff	10	9ACP5	5	DWS
A1C	Holmes	10	9ACP5	5	DXX
A1C	Smith	10	9ACP5	5	DXX
Amn	Cook	10	9ACP5	5	DXX medical waiver GWD Mar 04
SrA	Garcia	10	9ACP5	5	DXX
Maj	Soprano	10	9ACP1	N/A	DXX

4. Remarks: (Inform functional manager of the unit's status and any approved waivers.)

Amn Cook on medical wavier for pregnancy, due Jan 04.

(Signature of CP OIC/Superintendent)

Attachment 4

SUGGESTED TOPICS FOR COMMAND POST (CP) OPERATING INSTRUCTIONS (OI)

NOTE: This listing is not all-inclusive.

Additional CP Duties

Alternate CP Procedures

Communications (system listing and outage procedures)

Communications Security (COMSEC)

Computer Security (COMPUSEC)

Controller Duties and Responsibilities

Controller Information File (CIF)

Equipment Operation (emergency power, ADP, alarm systems, etc.)

Information Security

Operational Reporting

Physical Security (CP and associated facility)

Terminal Area Security Officer (TASO)

Training and Certification of Personnel

Attachment 5

SUGGESTED TOPICS FOR QUICK REACTION CHECKLISTS (QRC)

NOTE: This listing is not all-inclusive.

Aircraft Accident/Incident

Aircraft Emergency

Aircraft Evacuation/Diversion

Anti-Hijacking/Aircraft Theft

Bird Strike/Bird Hazard

Bomb Threat

Chemical Weapons Convention Inspection

Covered Wagon

Communications/Outages Failure

CP Evacuation/Relocation

Crisis Action Team Recall

Death/Injury of Personnel

Disaster Response

Distinguished Visitor Arrival

Dropped/Jettison Object

Explosive Ordnance Disposal (EOD) Assistance

Force Protection Conditions (FPCON)

Fuel Jettison

Ground Emergency

Hazardous/Toxic Liquid Spill

Helping Hand

Hostage Situation

Information Condition (INFOCON)

Inspection Team Entry Procedures

Intelligence/Warning Orders

Malicious Computer Events

Medical Evacuation

Open Skies Inspection

Overdue Aircraft

Personnel Recall

Runway Closure/Impairment

SAFE HAVEN/Department of Energy (DOE) Shipment

Search and Rescue Operations

Weather Advisory/Warning

Attachment 6

SAMPLE TRAINING MEMORANDUM

MEMORANDUM FOR COMMAND POST CONTROLLERS   (Date)

FROM: CP Training Manager

SUBJECT: (Month) CP Training Requirements

1. The formal training meeting is scheduled for 1300L, 26 Sep 04. This is a mandatory formation for all controllers except those excused by CP OIC or superintendent.

2. Self-study references:

- EAP-AETC   - XAFB Plan 502

- AFMAN 10-401, Chapters 1 and 2   - AETC WMP III, Annex A-Y

- AFI 10-206/Sup 1, Chapters 1-6, 13   - AFKAO-5A

- AFI 31-101, Chapters 1-6   - QRCs A6-A10 and D1-D2

- AFMAN 32-4005

- OIs 10-3, 10-4, 10-5, 10-207, 33-211, 33-212, 32-2001, 31-1, 31-2

3. Complete GKT test 00-05 located in the CP training book. Suspense is COB 1600L, 24 Sep. The CP training manager will administer the closed book EA test.

4. Performance Training/Evaluation Scenarios will be conducted this month. Specific dates and times will be posted on the CP monthly schedule. Sessions are approximately 2 hours prior to your swing shift. This is a mandatory formation.

5. Guest briefer will be Maj Ellis of Base Operations. Ensure slides contain appropriate classification markings. The controller-briefing disk is located in the training book. The training manager must review all briefings NLT 20 Sep. The following personnel will present a briefing at the training meeting on the area indicated:

TSgt Taylor - Task 21, USMTF

SrA James - Task 17, CP Reporting Procedures

TSgt Taylor - CP Reports

SMSgt Jones - CP Superintendent Comments

Maj Soprano - CP OIC Comments

6. POC for any questions is the training manager.

(Signature CP OIC or Superintendent)

Attachment 7

SAMPLE CERTIFICATION MEMORANDUM

MEMORANDUM FOR CP TRAINING MANAGER   (Date)

FROM: COMMAND POST TRAINER

SUBJECT: Recommendation for Certification

I have completed the Command Post Training Outline with _____. I am recommending certification.

                                        NAME, Grade, USAF
                                        Command Post Trainer

1st Ind, Command Post Training Manager   Date

TO: OIC/Superintendent, Command Post

_____ has completed a certification evaluation scenario, and received a satisfactory rating. All certification tests were passed with a score of 90 percent or above. I am recommending certification.

                                        NAME, Grade, USAF
                                        Command Post Training Manager

2nd Ind, OIC/Superintendent Command Post

TO: Command Post Training Manager   Date

I have interviewed and I agree/disagree with the above recommendation.

                                        NAME, Grade, USAF
                                        OIC/Superintendent, Command Post